

Section 1 – Subgrantee Overview Table of Contents

I. Service Area: Organization Network and WAP Subgrantees.....	1
A. Community Action Agencies.....	1
B. City Departments	1
C. Not-For-Profit Organizations.....	1
II. Subgrantee Selection.....	1
A. Pre-Award Solicitation.....	1
1. Required Documentation	2
2. Evaluation Criteria	2
3. Requirement for a Public Hearing	3
B. Post-Award Probation Period	3
III. Subgrantee Monitoring	4
A. Problem Resolution.....	4
1. Reporting.....	4
2. Housing Quality	4
3. Health and Safety	5
4. Fiscal Compliance.....	5
B. Monitoring Activities.....	5
1. Desk Monitoring	5
2. Fiscal and Procedural Monitoring.....	6
3. Housing Quality Monitoring	6
4. Independent Fiscal Audit Review	7
IV. Notification of Personnel Changes	7
A. Weatherization Personnel	7
B. Executive Directors and Board Chairs/Presidents	7
V. Terms for Probation or Defunding.....	7
VI. Procedures to Terminate a WAP Subgrantee.....	7

Section 1 Attachments:

Attachment 1-1	Map of WAP Service Areas
Attachment 1-2	WAP Administrative Office Addresses and Contacts

Section 1 – Subgrantee Overview

I. Service Area: Organization Network of Low Income Weatherization Assistance Program (WAP) Subgrantees

A. Community Action Agencies

- Central Missouri Community Action (CMCA)
- Community Action Agency of St. Louis County (CAASTLC)
- Community Services Inc. of Northwest Missouri (CSI)
- Delta Area Economic Opportunity Corporation (DAEOC)
- East Missouri Action Agency, Inc. (EMAA)
- Economic Security Corporation of Southwest Area (ESC)
- Green Hills Community Action Agency (GHCAA)
- Jefferson-Franklin Community Action Corporation (JFCAC)
- Missouri Ozarks Community Action, Inc. (MOCA)
- Missouri Valley Community Action Agency (MVCAA)
- North East Community Action Corporation (NECAC)
- Northeast Missouri Community Action Agency (NMCAA)
- Ozark Action, Inc. (OAI)
- Ozarks Area Community Action Corporation (OACAC)
- South Central Missouri Community Action Agency (SCMCAA)
- West Central Missouri Community Action Agency (WCMCAA)

B. City Departments

- Kansas City Neighborhood and Community Services Department (KCNCSO)

C. Not-For-Profit Organizations

- Urban League of Metropolitan St. Louis (ULMSL)

(See Attachment 1-1 for a listing of subgrantees and a map of subgrantee service areas)

(See Attachment 1-2 for a listing of WAP Administrative Office Addresses and Contacts)

II. Subgrantee Selection

A. Pre-Award Solicitation

Upon occasions when the Missouri Department of Natural Resources may seek WAP subrecipients, interested organizations will be solicited through a competitive Request For Proposal (RFP) issued by the Department of Natural Resources (DNR).

1. Required Documentation

An organization must submit a detailed plan describing how it will operate the Program. It must also meet basic Program requirements to qualify as a potential candidate. The basic criteria include, but are not limited to:

- a) Proof of adequate bonding.
- b) Proof of ability to secure adequate insurance.
- c) Completed Certificate Regarding Debarment, Suspension and Other Responsibility Matters, and Drug-Free Workplace Requirements.
- d) Signed lobbying form.
- e) An Organization's Articles of Incorporation, its organizational chart and names of persons authorized to sign on its behalf.
- f) Certificate of good standing and documentation supporting its legal status.
- g) Credit references and proof of financial solvency.

2. Evaluation Criteria

Weatherization/Renovation Experience

- a) Descriptions and number of years experience in weatherization and/or renovation activities.
- b) Performance records: Number of homes completed and documentation of successful completions.
- c) Number, qualifications and experience of staff in rating energy conservation measures and/or residential weatherization/renovation activities.

Program Management Experience

- a) Description and number of years of management experience of the organization.
- b) Qualifications and experience of management staff.
- c) Contract/subcontract management experience.
- d) Ability to secure volunteers and/or public service employment workers in accord with the Workforce Investment Act (WIA) formally known as the Job Training and Protection (JTPA), if such employees are available.

Fiscal Accountability

Agency's ability to show sound fiscal and accounting procedures and its ability to present the results of past fiscal audits, if applicable.

Client Outreach

Strategy, experience and ability of the organization's outreach, marketing of program services and obtaining of clients.

Assisting Low-Income Populations

Agency's record in assisting low-income families in the planned service area.

Organization Assets

Ability to dedicate and/or contribute an agency's financial and/or in-kind program assets to the WAP such as: administrative support, personnel, office space, equipment, supplies, tools and other related assets.

Supplemental Funds

Ability to use non-WAP funds in conjunction with WAP funds in servicing eligible homes. Supplemental funds can be used to implement renovation on both WAP-eligible and non-WAP eligible energy conservation measures.

3. Requirement for a Public Hearing

The Missouri Department of Natural Resources' Energy Center (DNR/EC) will evaluate all proposals, make a preliminary selection and hold a public hearing. After reviewing comments from the public hearing, a final decision based on the results will be announced.

B. Post-Award Probation Period

An organization selected to assume a service area will be placed on a six month probation review by DNR/EC. Probationary periods may be extended at the discretion of the DNR/EC. The organization must be able to document that they actually have the number of eligible client homes to weatherize based on the average cost per home, as established by DOE each program year, and the Production and Client Service Goals (see *Attachments 5-1 and 5-2*) that must be approved by DNR/EC. An eligible client is one who has requested WAP services and has been "certified eligible", which means the client (1) is income-eligible, (2) has not been previously serviced through the WAP (unless he or she is eligible for re-weatherization) and (3) resides in the area to be served.

III. Subgrantee Monitoring

As the granting agency for the statewide administration of the WAP, the DNR/EC is responsible for monitoring the performance of each local WAP subgrantee. Monitoring enables DNR/EC to determine if the residents of Missouri are being adequately served and if the WAP is being operated in compliance with the federal/state regulations and requirements. Information obtained by the monitoring effort is used to determine:

Internal controls and processes used by subgrantees.

Types of training and technical assistance required.

Fiscal integrity of subgrantees.

Production rates.

Proactive measures that may be taken to improve program operations.

Compliance with federal/state regulations and requirements.

Quality of weatherization work performed on clients' homes.

A. Problem Resolution

A variety of problems may arise during the course of a program year which may require different methods of resolution. Most problems can be placed into one of four categories.

1. Reporting

Reporting problems can generally be resolved using written communication explaining the problem. Where the problem is significant, an on-site visit will be made to gather the correct data and assist the subgrantee in developing better reporting procedures.

2. Housing Quality

A housing quality problem may be noticed during a field visit. Where significant problems are found in the workmanship on the home(s), the subgrantee will be required to return to the home(s) and correct the problem(s). Where a problem is found to be widespread, the subgrantee will be required to notify DNR/EC of the resolution to the problem following procedures as outlined in *Section 3 – Technical Standards*.

3. Health and Safety

For health and safety issues, the subgrantee will be required to correct all deficient work and to re-inspect all completed homes with similar concerns, providing routine updates to DNR/EC until all concerns are corrected. DNR/EC will reinspect to verify that corrections have been made either through an on-site inspection or by telephone contact with clients.

4. Fiscal Compliance

DNR/EC will require subgrantees to take corrective action when a subgrantee is not in compliance with the federal/state requirements. The action taken will depend upon the nature of the problem. If, for example, a problem involves a disallowed cost, the subgrantee will be required to repay DNR/EC. DNR/EC will require the subgrantee to provide documented evidence of corrective action(s) when DNR/EC has determined that the subgrantee is not in compliance. DNR/EC will monitor subgrantee implementation of corrective action(s) during annual on-site monitoring visits.

B. Monitoring Activities

DNR/EC monitoring activities span four distinct but interrelated areas of program operations:

Housing quality inspections.

Production and expenditure reviews.

Fiscal and program operations.

Oversight of federal/state requirements and regulations.

Implementing the DNR/EC monitoring system involves:

1. Desk Monitoring

A subgrantee is required to submit monthly reports to DNR/EC. Reimbursement to a subgrantee is based on clear, accurate reporting of expenditures and clients served. DNR/EC provides each subgrantee with an analysis of the monthly report. This includes feedback concerning specific problems a subgrantee may be experiencing in its operations or in its compliance with grant requirements. Information collected is also used to target selected items for monitoring during field visits to a subgrantee. From these documents, DNR/EC can determine compliance with:

The federally designated expenditure categories.

Actual expenditures versus planned expenditures.

Overall expenditure rates by each subgrantee.

Characteristics of completed homes.

Numbers of completed units per month.

Numbers of persons and households by WAP targets.

Health and safety measures and expenditures.

2. Fiscal and Procedural Monitoring

DNR/EC will visit each subgrantee at least once each program year to review procedural, fiscal and compliance issues. DNR/EC will conduct a thorough review of the procedures of the subgrantee by using a standardized and extensive monitoring protocol. DNR/EC will review subgrantee compliance with federal/state regulations and requirements as specified in the Missouri WAP Annual and Master files, the Missouri WAP Competitive Procurement Standards and the DNR General Terms and Conditions for Federal Subgrants. Annual independent audits will be reviewed to ensure audit financial schedules match financial reports during the year.

3. Housing Quality Monitoring

DNR/EC will schedule an on-site visit(s) to a subgrantee as necessary, but at least once per program year, to inspect the quality of work on the homes completed. A representative sample of completed homes will be inspected to determine whether or not the work reported and materials installed are in compliance with WAP standards. DNR/EC will have the option to inspect additional houses when implementing new measures or other concerns arise. Inspection checklists are used to assist DNR/EC with on-site inspections. Additional information may be obtained or requested from the subgrantee client files to document the findings of the monitoring visit. DNR/EC will inspect the following:

Compliance with allowable WAP measures.

Quality of work.

Accuracy of the report concerning the amount of material installed on the home.

Assurance that the initial energy audit and final inspection are appropriate, accurate and complete.

Inspection of materials to ensure they meet federal specifications.

DNR/EC may also perform follow-up reviews of homes where additional work or corrective measures were required as a result of past DNR/EC inspections.

4. Independent Fiscal Audit Review

A subgrantee is required to have an annual fiscal audit, in accordance with OMB Circular A-133. This audit shall document expenditures and compliance with regulations and requirements. The independent auditor shall use the schedules found in the WAP audit guide to present the required financial data. Findings are compared to the subgrant and monthly reports.

IV. Notification of Personnel Changes

A. Weatherization Personnel

Notification, in writing, will be given to the DNR/EC of any agency weatherization personnel that have been hired, or have left employment, within fifteen (15) days of the hire or departure.

B. Executive Directors and Board Chairs/Presidents

Notifications, in writing, will be given to the DNR/EC of any change in the Agency's Executive Director and Board Chair/President within fifteen (15) days of appointment or departure. DNR/EC also requests the mailing addresses of all Board Chairs/Presidents where they prefer to receive mail (home or business). This should be different from the agency address.

V. Terms for Probation or Defunding

The "*DNR General Terms and Conditions*," "*Scope of Services*" and "*Subgrant Assistance Agreement*" specify the criteria necessary for a subgrantee to be considered in contract compliance with DNR/EC. Failure to maintain fiscal control, comply with federal regulations or fulfill contract obligations will lead to probation and/or loss of funding at the discretion of DNR/EC. The terms of the probation will depend on the specific situation. At the end of the probation period, DNR/EC will conduct a performance review. In the event a subgrantee fails to meet specified minimum standards, DNR/EC may reallocate all or part of the unobligated WAP funds to a suitable replacement subgrantee.

VI. Procedures to Terminate a WAP Subgrantee

Before termination of a WAP subgrantee, an administrative hearing process will be conducted in accord with state and federal regulations, but only after all other reasonable alternatives have been taken.

If DNR/EC believes just cause is present to warrant termination of services by a WAP subgrantee, the DNR/EC Director will inform the DNR Director, in writing, of the pending termination action and will schedule a meeting with the DNR legal representative. Notification to the affected subgrantee of the pending action will occur only upon recommendation of the

DNR legal representative and will be based on documented evidence of the disputed problems. An administrative hearing official within DNR shall be appointed by the DNR Director.

The official Notice of Termination, sent to the subgrantee by certified mail with return receipt, will detail specifically the disputed issues, outline the steps taken to resolve the issues and the results of those steps. In addition, the official notice shall give detailed instructions regarding the disposition of activities and/or services, supplies and equipment the affected subgrantee is providing or operating under the WAP. If the disputed issues are not immediately resolved, the hearing official will schedule an administrative hearing with the affected parties. Attendance at the hearing shall be limited to DNR and the affected subgrantee.

The subgrantee shall be given at least 30 working days prior to the date of the hearing to show just cause why the grant with DNR should be continued. During the hearing, both parties shall be guaranteed the right to present their cases through written and oral testimony. A permanent record of the presentations shall be made, and copies of the proceedings and all written testimony shall be made available to both affected parties. Both parties shall have at least 30 working days from the date of the hearing to submit to the administrative hearing official written responses to issues made at the hearing. The hearing official shall have 15 working days after receiving comments to reach a conclusion. The conclusion and its justifications shall be provided, in writing, to both affected parties.

Low-Income Weatherization Assistance Program Service Areas

**A Central Mo.
Community Action**
(573) 443-8706

**B Community Services
of Northwest Mo.**
(660) 582-3113

**C Delta Area Economic
Opportunity Corp.**
(573) 379-5701

D East Mo. Action Agency, Inc.
(573) 431-5191

**E Economic Security Corp.
of the Southwest Area**
(417) 781-0352

**F Green Hills
Community Action Agency**
(660) 359-3907

**G Jefferson-Franklin
Community Action Corp.**
(636) 789-2686

**H Kansas City Neighborhood and
Community Services Department**
(816) 513-3040

I Mo. Ozarks Community Action, Inc.
(573) 765-3263

J Mo. Valley Community Action Agency
(660) 886-7476

K North East Community Action Corp.
(573) 324-2231

**L Northeast Mo. Community
Action Agency**
(660) 665-9855

M Ozark Action, Inc.
(417) 256-6147

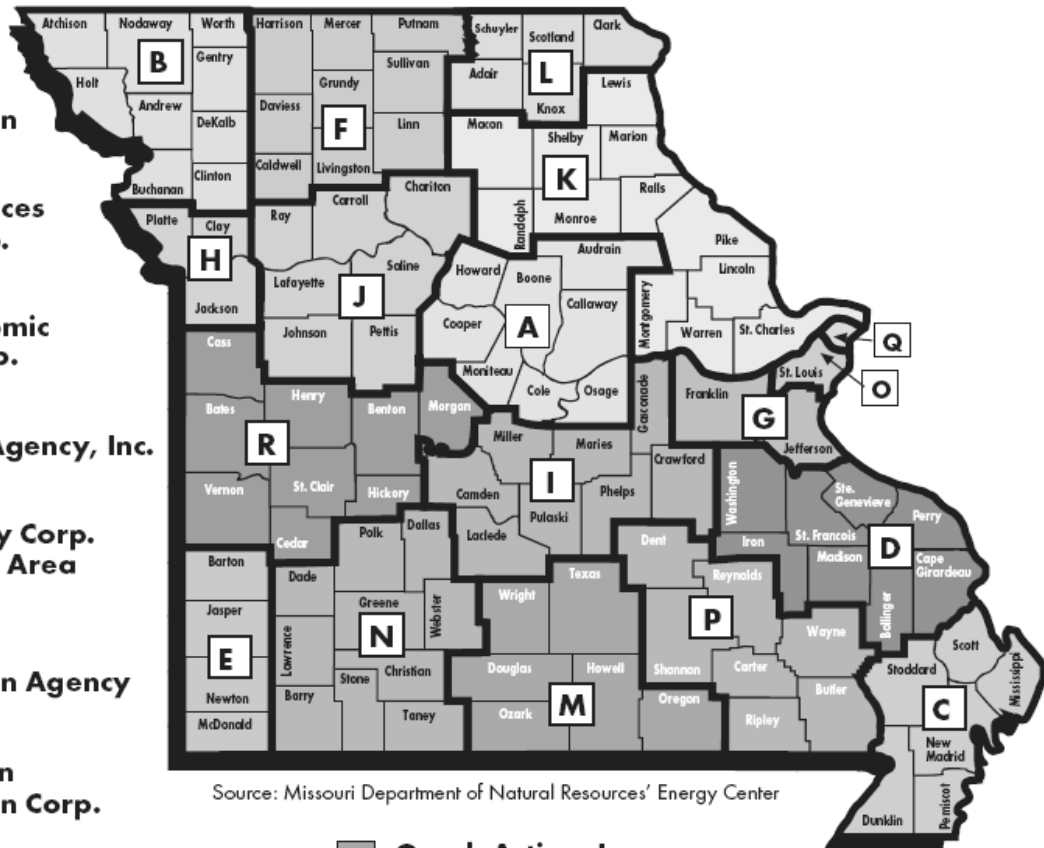
N Ozarks Area Community Action Corp.
(417) 865-7797

O Community Action Agency of St. Louis County
(314) 863-0015 (formerly STEP)

P South Central Mo. Community Action Agency
(573) 325-4750

Q Urban League of Metro. St. Louis
(314) 615-3612

R West Central Mo. Community Action Agency
(660) 476-2185



Source: Missouri Department of Natural Resources' Energy Center



Missouri Department of Natural Resources

Energy Center • 1-800-361-4827 • FAX (573) 751-6860 • www.dnr.mo.gov/energy

Printed on recycled paper

Low-Income Weatherization Assistance Program

Administrative Office Locations

A. Central Missouri Community Action (CMCA)

Darin Preis, Exec Director
Wx. Director: Teresa House, Ext 245
Email: teresa-house@showmeaction.org
807-B North Providence
Columbia, MO 65203
Phone: 573/443-8706
FAX: 573/875-2689

B. Community Services, Inc of Northwest MO (CSI)

David Bell, Exec Director
1212 B. South Main, P.O. Box 328
Maryville, MO 64468
Phone: 660/582-3113
Housing/Energy Director: Danna Seipel
Email: dseipel@asde.net
FAX: 660/582-2965

C. Delta Area Economic Opportunity Corp. Adelia Jean Barham, Exec Director

99 Skyview Road
Portageville, MO 63873
Phone: 573/379-3851
Wx Director: Wendy Partin
Email: wpartin@daeoc.com
Phone: 800-748-8320
Phone: 573/379-5701
FAX: 573/379-5351

D. East Missouri Action Agency, Inc (EMAA)

William Bunch, Exec Director
P O Box N, 107 Industrial Drive
Park Hills, MO 63601-0358
Phone: 573/431-5191
Wx Director: Jesse Rupp, Ext 1109
Email: jrupp@eastmoaa.org
FAX: 573/431-2426

E. Economic Security Corp of Southwest Area (ESC)

John Joines, Exec Director
P O Box 207, 302 Joplin Street
Joplin, MO 64802
Phone: 417/781-0352 Ext. 265
Wx Director: Randy Martin
Wx Office:
1924 W. 4th Street
Joplin, MO 64802
Email: rmartin@escswa.org
FAX: 417/781/0563 – Main Office
Wx FAX: 417/781-4437

F. Green Hills Community Action Agency (GHCAA)

Scott Long, Exec Director
P O Box 278, 1506 Oklahoma Ave
Trenton, MO 64683
Phone: 660/359-3907
Wx Director: Marvin Meeker
Email: marvinmeeker@ghcaa.org
FAX: 660/359-6619

G.

Jefferson-Franklin Community Action

Corp (JFCAC)

Ellen Dietrich, Exec Director
P. O Box 920, #2 Merchant Drive
Hillsboro, MO 63050
Phone: 636/789-3563
Wx Director: Robert Owen
Email: rowen@jfcac.org
Wx Phone: 636/789-2686
FAX: 636/789-5642 - Main Office
Wx FAX: 636/789-3548

H. Kansas City Neighborhood and Community Services Department

Les Washington, Director
4th Floor, City Hall
414 East 12th St
Kansas City, MO 64106
Phone: 816/513-3040
Wx Director: Bob Jackson
Email: robert_t_jackson@kcmo.org
FAX: 816/513-3049

I. Missouri Ozarks Community Action, Inc. (MOCA)

David Miller, Exec Director
P O Box 69, 306 S. Pine Street
Richland, MO 65556
Phone: 573/765-3263
Wx Director: Melinda Smith
Email: msmith@mocacaa.org
FAX: 573/765-4426

J. Missouri Valley Community Action Agency (MVCAA)

Pam LaFrenz, Exec Director
1415 So. Odell
Marshall, MO 65340-3144
Phone: 660/886-7476
Wx Director: Bruce Greer
Email: greerb@mvcaa.net
FAX: 660/886-5868

K. North East Community Action Corp (NECAC)

Donald Patrick, President and CEO
P O Box 470, 16 North Court St
Bowling Green, MO 63334-0470
Phone: 573/324-2231
Wx Director: Susan Duncan
Email: sduncan@necac.org
Phone: 573/324-2251-Community Services and WX Warehouse
FAX: 573/324-6335

L. Northeast Missouri Community Action Agency (NMCAA)

Penny L. Miles, Exec Director
P O Box 966, 1011 S. Jamison
Kirksville, MO 63501
Phone: 660/665-9855
Wx Director: Mary Lee Bailey
Email: MBailey@nmcaa.org
FAX: 660/665-5542

M.

Ozark Action, Inc. (OAI)

Bryan Adcock, Exec Director
710 East Main St
West Plains, MO 65775
Phone: 417/256-6147
Wx Director: Terry Sanders
Email: housedoctor@oaiwp.org
FAX: 417/255-2967

N. Ozarks Area Community Action Corp (OACAC)

Carl Rosenkranz, Exec Director
215 S. Barnes
Springfield, MO 65802-2204
Main Phone: 417/862-4314
Fax: 417/864-3499
OACAC Weatherization Program
2643 W. College Road
Springfield, MO 65802
Wx. Phone: 417/865-7797
FAX: 417/865-7542
Wx Director: Todd Steinmann
Email: tsteinmann@oacac-caa.org

O. Community Action Agency of St. Louis County (CAASTLC)

Merline Anderson, Exec Director, ext. 402
2709 Woodson Rd.
St. Louis, MO 63114-4817
Phone: 314/863-0015
Wx Director: John Parsons
Email: john@caastlc.org
FAX: 314/863-3098

P. South Central Missouri Community Action Agency (SCMCAA)

Bill Davis, Exec Director
P O Box 6, Old Alton Road
Winona, MO 65588
Phone: 573/325-4255
Wx Director: Fern Hunt
Email: scmcaa@hotmail.com
Phone: 573/325-4750
FAX: 573/325-4542

Q. Urban League of Metropolitan St. Louis (ULMSL)

James Buford, President/CEO
P O Box 8138, 3701 Grandel Square
St. Louis, MO 63108
Phone: 314/615-3600
WX Director: Jackie Timm
Email: jtimmm@urbanleague-stl.org
Phone: 314/615-3676
Admin Phone: 314/615-3636
FAX: 314/531-4822

R. West Central Missouri Community Action Agency (WCMCAA)

Amos Jackson, Exec Director
P O Box 125, 106 West 4th Street
Appleton City, MO 64724
Phone: 660/476-2185
Wx Director: Marilyn Miller
Email: mmiller@wcmcaa.org
FAX: 660/476-5661

